



The Commonwealth of Massachusetts Group Insurance Commission



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Important HCSA/DCAP Changes Effective January 1, 2007

Dear HCSA/DCAP Participant:

The Group Insurance Commission has elected SHPS (pronounced Ships) as the new administrator of the HCSA/DCAP flexible spending account programs effective January 1, 2007. SHPS will provide you with quick claims reimbursement, online account information, online re-enrollment, and top-notch customer service.

New Benefit: If you re-enroll in HCSA for 2007, you will receive a free SHPS debit card. The debit card is a convenient way to pay for your eligible health care expenses without the need to submit paper claims.

Submitting Claims: To provide you with a smooth transition, ***SHPS will be processing all claims for both 2006 and 2007 effective January 1, 2007. Please send all claim forms and receipts to SHPS beginning January 1!!*** There are two separate claim forms for Health Care and Dependent Care that are available on the GIC website at www.mass.gov/gic. This change affects all claims including those incurred during the 2 1/2 month grace period - March 15, 2007 for 2006 expenditures. You will have until April 15, 2007 to submit claims for plan year 2006.

Sentinel Benefits will provide you with an end of the year status letter in November. Continue to submit claims to Sentinel through December 31, 2006. After that date, Sentinel will stop processing claims and will transfer participant accounts to SHPS. There might be a slight delay in claims reimbursement during this transition period and we appreciate your patience. You can use your Sentinel debit card through December 31, 2006.

Re-enroll Online: For 2007 benefits, conveniently re-enroll online by going to www.enrollone.com. Enter your Social Security number and PIN (last four digits of your SSN) and click enter. On the next page, you will be instructed to change your PIN number; once you do this click submit. Continue to follow the easy online instructions provided on each page of the website. On the Welcome page, please complete a new direct deposit form if you need to update this information for 2007.

Additional Information: For the 2007 open enrollment and additional questions about these changes, please contact SHPS: SHPS Spending Accounts, P.O. Box 34700, Louisville, KY 40232, Customer Service 1-866-862-2422 (beginning October 10), Fax 1-866-643-2219, website: www.myshps.com or the GIC's website: www.mass.gov/gic.

Very truly yours,

Dolores L. Mitchell
Executive Director

